

# Guadalupe-Coyote Resource Conservation District (GCRCD)

## Financial Policy

Approved by the Board of Directors on May 11, 2015

### **I. GENERAL PROVISIONS**

Governance. The Board of Directors (“Board”) for the Guadalupe-Coyote Resource Conservation District (“District”) consists of five members of the Board (“Director”). As the governing body of the District, the Board reviews and approves District policies, including the financial policy. The Board may choose to delegate responsibility for policy administration to the District’s executive director (“ED”), including but not limited to the development of procedures and internal controls to implement the policy.

Purpose of Policy. The financial policy was developed and adopted to ensure District compliance with applicable laws and regulations, and to provide transparency and accountability to the constituents of the District. The policy applies to all activities conducted by the District during the course of its fiscal year, which runs from July 1 through June 30. All financial matters handled by Directors, employees and contractors must conform to the highest ethical standards and the District’s approved Conflict-of-Interest policy. No financial transaction or hiring decision may result in personal financial gain for a Director or employee, or their spouse or close relative. Failure to comply with these standards will constitute grounds for removal from office, employment, or contract.

Policy Revisions. The Board reviews the financial policy at least annually, preferably in conjunction with the review and adoption of the proposed budget. Any Director or the ED may make recommendations for changes to the financial policy at any time, but all policy changes require approval by the Board.

Risk Management. The District shall maintain its private bank accounts in an institution insured by the Federal Deposit Insurance Corporation (FDIC), and shall not maintain a balance that exceeds the maximum insurance level in any one bank. The District uses the services of an outside contractor or financial institution for payroll processing. Whenever the District has fewer than two (2) employees, it will retain the services of an outside bookkeeper or accountant (“Bookkeeper”) to facilitate implementation of the financial policy and maintain appropriate internal controls for financial transactions.

## **II. DISTRICT BUDGET**

Budget Adoption. The ED prepares an annual fiscal year budget for Board review and approval prior to the beginning of each new fiscal year. After adoption, subsequent grant amendments and awards automatically become part of the budget based upon Board approval. The approved budget will be posted on the District's website.

Chart of Accounts. The District's Chart of Accounts conforms to generally accepted accounting principles. An account number is assigned to each account category to provide a specific identification of every financial transaction.

Budget Reports. The ED is responsible for ensuring District expenses are in conformity with the budget, and provides quarterly reports to the Board. The budget may be reviewed and revised on an as-needed basis during the course of the fiscal year.

## **III. DISTRICT FUNDS**

Cash Receipts. District funds are kept on deposit with two separate entities; property tax receipts are held by the County of Santa Clara, and operating funds are maintained in a private bank. The ED is authorized to transfer funds from the County fund to the private bank account on an as-needed basis to pay authorized expenditures.

Deposits. The County collects the property taxes and deposits them to a fund designated for the District. All other deposits from grants, contracts, fees, refunds, fundraising, or other sources are deposited to the District's checking account.

Expenditures. The ED is authorized to sign checks for budgeted purchases or expenditures up to a maximum of \$1,000.00 on his/her own authority, and up to \$5,000.00 upon approval of the Board President. Expenditures over \$5,000.00 require approval of the Board.

Petty Cash. The Board may choose to establish a petty cash fund not to exceed \$100.00 for District purchases only. If a petty cash fund is established, the fund is to be maintained by the ED, and no other use of the fund is authorized without approval of the Board. The fund shall be kept in a locked file cabinet or desk at all times, and all expenditures will be logged with copies of receipts. The Board President is authorized to sign a check for the ED to cash when the fund requires replenishment.

District Credit Card. If approved by the Board, the President and/or the ED may obtain a credit card to facilitate payment of District expenses. The card may only be used for authorized District expenditures; use of the card for personal expenses is prohibited.

Financial Reports. The Bookkeeper shall prepare a monthly income and expense report and a cash report for the Board's review. The ED shall reconcile the reports to the budget. Any financial discrepancies noted by the Bookkeeper or the ED shall be

immediately reported to the Board President, and to the full Board at the next regular meeting.

General Fund – Minimum Fund Balance. The District shall establish and maintain a minimum unrestricted fund balance in the general fund equal to six months of annual revenue. The minimum unrestricted fund balance may be recognized within the Committed, Assigned, or Unassigned classifications.

Classification of Fund Balance: The District's fund balance is classified by the County.

Audit. A biennial audit will be prepared for the District by the County or an outside auditor ("Auditor"), with the cost borne by the District. The Board and ED shall cooperate with the Auditor to provide the organizational background, financial statements, and documents necessary to complete the review. The completed audit will be posted on the District's website, and copies provided to the County of Santa Clara's Auditor and the State Controller.

Financial Records. The ED is responsible for maintaining the financial records for the District in compliance with applicable federal, state and local laws.

#### **IV. TRAVEL POLICY**

Authorized Travel. All travel expenses shall comply with the financial policy and any procedures developed to implement the policy. Travel expenses eligible for reimbursement include but are not limited to those related to meetings of the District or official duties of its employees or contractors; meetings associated with District grants, partnerships, or contracts; meetings related to the implementation of the District's annual work plan or strategic plan; meetings with federal, state or local elected officials or agency representatives; and statewide or regional meetings of the California Association of Resource Conservation Districts or the National Association of Resource Conservation Districts.

Travel Approval. Directors and the ED are authorized to travel within the Bay-Delta and Central Coast regional areas for meetings and workshops without prior approval of the Board, provided that sufficient travel funding is budgeted and costs for lodging will not be borne by the District. The ED may approve travel for any employee or contractor under his/her supervision under the same guidelines. Board approval will be required for travel that includes:

- District-borne lodging costs;
- District-borne costs in excess of \$300.00;
- Travel to a location greater than 180 miles from the District office.

Travel Advances. Directors or employees may request a travel advance when authorized travel includes lodging or airfare expenses. All travel advances must be approved by the Board. Contractors are not eligible for travel advances.

Reimbursement Rates. The District shall use the lodging and per diem rates set forth by the U.S. General Services Administration, and the mileage rates set annually by the Internal Revenue Service. If a Director, employee or contractor chooses to stay in lodging with a rate exceeding the maximum reimbursable under this policy, he/she may claim reimbursement, but only for the portion of the expense that does not exceed the amount for which reimbursement is permitted.

Travel Reimbursements. The ED will create forms for Directors, employees and contractors to use to request travel authorization, to request travel advances, and to request travel reimbursements. The forms shall be signed by the person requesting reimbursement, and require approval by the ED, the President, or the Board, based upon the approval levels set forth in this policy. Expenses may not be approved by the same person submitting the request for reimbursement. Travel expense reports submitted to substantiate a travel advance are due within 30 days of the completion of travel. Travel expense reports for which a travel advance was not secured are due within 60 days of the completion of travel. Receipts are required except for per diem expenses.

Reports. Directors and the ED will be expected to provide brief reports on meetings, workshops, or conferences attended at District expense at the next regular meeting of the Board. Employees and contractors will be expected to provide reports to the ED in a form determined by the ED.

## **V. OTHER EMPLOYEE EXPENSES**

Authorized Expenses. The ED is authorized to expend personal funds and claim reimbursement for authorized and budgeted District expenditures in cases where a District check or credit card is not available or accepted. Occasionally, Directors or other employees also may find it necessary to make authorized minor (less than \$20.00) District purchases from their own funds, such as the purchase of copies for distribution at a meeting, or for water to distribute to attendees on a field trip. In such cases, they are advised there is no guarantee of reimbursement if it is determined that the expense was unnecessary, inappropriate, or in violation of the financial policy or procedures.

Meals. In addition to meals authorized as part of travel expenses, the Directors or ED are authorized to expend District funds or request reimbursement for a meal or light refreshments in the following situations:

- To provide a meal for Directors and guests attending the monthly evening Board meeting.
- To provide a meal or refreshments for Directors and guests attending a District-convened meeting at the office or in the field.
- To reimburse employees for costs incurred for meals or refreshments while attending District meetings.
- To provide a meal or refreshments for attendees at a District-hosted or co-sponsored event.

District funds may not be used to pay for alcoholic beverages. In the event that a receipt is submitted that contains an alcoholic beverage, the amount specific to the beverage, including tax, will be excluded from the reimbursement.

Clothing/Safety Equipment. The District does not provide clothing, or reimbursement for clothing or cleaning costs to its employees. Safety equipment shall be provided for employees when required or considered prudent given their job duties. Employees shall seek and obtain approval prior to purchasing safety equipment to ensure they will be eligible for reimbursement.

Expense Reimbursements. The ED shall create forms for Directors, employees and contractors to use to request expense reimbursements. The forms shall be signed by the person requesting reimbursement, and require approval by the ED, the President, or the Board, based upon the approval levels set forth in this policy. Expenses may not be approved by the person submitting the request for reimbursement. Expense reports are due within 60 days of the end of the month in which the expense was incurred. Receipts are required.

## **VI. DISTRICT PROPERTY**

Inventory. The ED is responsible for maintaining an up-to-date inventory of all district property, and shall notify the Board of all cases of loss, damage, or destruction of equipment or other property. If needed, replacement schedules for district tools and equipment will be specified on the inventory.

Surplus Property. The District maintains a separate policy for disposal of equipment or property no longer needed, working or useful to the District.